G.R.S. IX—5]

Previous references. (1923 Geol) **File No.** 62-23

Serial Nos. 1

Later references.

preserve

(A)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.\

Part B for Jany 24.

SUBJECT

Instruction for the preparation of annual reports on the working of Department of Mine and Explosives

---

Jc 4025 & 2.1.24

To

The Chief Inspector of Mines.

Issues raised ———

G. R. S. III-2]

General and Revenue Secretariat. | Geol File No. 62 of 1923-4

Serial No.

Second Member's Orders on the file re the proposed form in which the Administration Reports of the Departments should be submitted to Govt.

-----O-----

"I should like each Department to be dealt with separately. The draft form for each may be -- accordingly submitted separately together with a copy of the latest annual report received from the Head of the Department and also a copy of the G.O., prescribing the present form of report."

Draft submitted for orders separately as directed.

A copy of the report of the Department of Mines, for 1931 22 is placed below.

Submitted for orders, ~~with a copy of the report of the Department of Mines for 1931-32~~. There does not seem to be any Govt order prescribing the present form of the report.

VS 4-9-23.

4/9/23

100 4.9.23.

4/9

Draft & skeleton form of report has not been put up as desired. This may be done

4/9/23

4/9

NOTE—Contn. sheet.

Then was a skeleton which was put up with proposed form? Yes 6/9

G. R. S. III-21

General and Revenue Secretariat.

Genl File No. 62 of 1922

Serial No.

The draft skeleton forms of reports already submitted is in the file.

6-9-23.

6.9.23

200
7.9.23.

Issue

To

The Chief Inspector of Mines
M.I.C 4025 dt 21/1/24

Issue instructions for the preparation of annual reports on the working of Depts of Mines & Explosives

NOTE—Contn. sheet.

121 No IC 4025/Geol 6 3-1.

To 2-1-24

The Chief Inspector of Mines in Mysore,

K. G. F.

Sir,

I am directed to state that Govt. consider that there is considerable scope for improvement in the methods followed in the preparation of the Annual Reports of work done by the several Departments The reports as now prepared are in many cases very diffuse while in some cases the account of work given under more important heads is meagre. Govt. desire that in the preparation of these reports particular care should be bestowed so as to present the work done in as concise a manner as possible consistent with clearness and that full and correct information should be given as regards the work done under the important heads of activities of the Department.

2. The annual report of your Department includes, in addition to the work done by the Department, the work done by the Police, Geological and Electrical Departments as well as K.G.F. Sanitary Board. To a certain extent the information given in this report overlaps the information already given in the reports of the Departments concerned. The report of your Department may therefore be curtailed by relegating information regarding Police, Geological and Electrical Departments and Sanitary Board to an appendix which may show as briefly as possible the work done

under these heads in so far as it affects the Mines Department.

I am accordingly to request that the Administration Reports of your Department ~~for the year 1922-23~~ may be prepared with due regard to the following directions:-

(1) The report should confine itself to the work of the year without indulging in any retrospect.

(2) The report should give a clear and precise history of the work of the year and whenever necessary the result should be compared with those of former years.

(3) The length of the report should not exceed 20 type-written pages with a quarter margin ~~and adopting double space.~~

(4) All controvertial questions and questions on which orders of Govt. are required should be excluded as the annual report is not the place for discussing questions which require the separate orders of Government.

I am to request that the report of your Department prepared on the above lines may be submitted to Government punctually on or before the 15th Septr. 1923.

15/7/23

I have etc

4/8/23

~~For~~ Secretary to Govt. Revenue Dept.

388